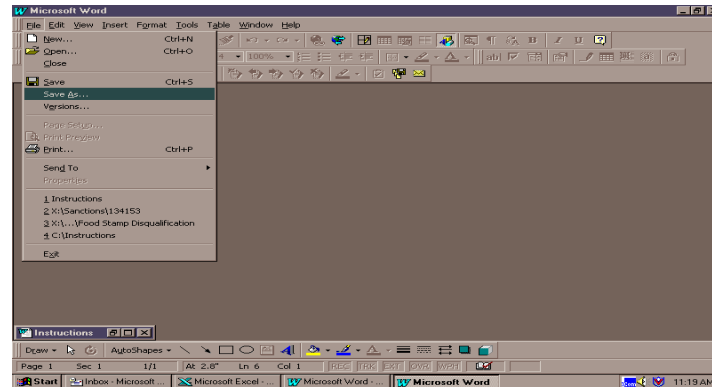
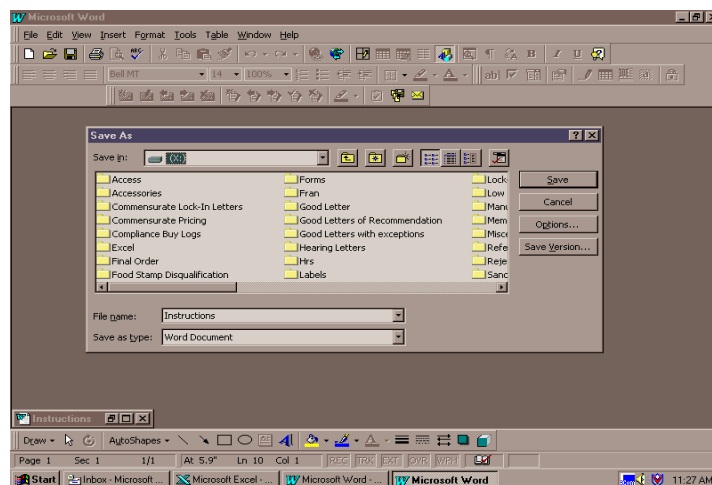


## Instructions:

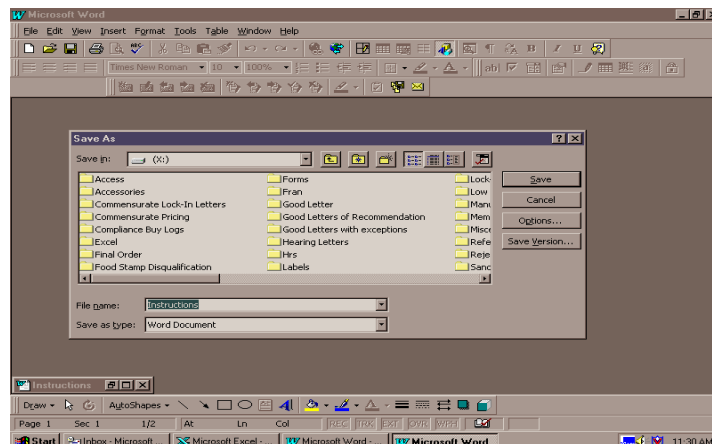
1. Tab over to each field and enter the appropriate data.
2. Once all data is entered, click on **"FILE"**
3. Then click on **"SAVE AS"**



4. Choose what drive you wish to save it in.



5. Type in the name that you wish to save it as.



6. Then click **"SAVE"**